

TENNESSEE STATE BOARD OF EDUCATION		
ATTENDANCE		6200
ADOPTED: July 28, 2017	REVISED:	MONITORING: Review: Annually

Attendance is a key factor in student achievement and therefore, students are expected to be present each day school is in session. Each authorized charter school shall oversee the entire attendance program which shall include:ⁱ

- (1) All accounting and reporting procedures and their dissemination;
- (2) Alternative program options for students who severely fail to meet minimum attendance requirements;
- (3) Ensuring that all enrolled children attend school;
- (4) Providing documentation of enrollment status upon request for students applying for new or reinstatement of driver's permit or license; and
- (5) Notifying the Department of Safety whenever a student with a driver's permit or license withdraws from school.ⁱⁱ

Student attendance records shall be given the same level of confidentiality as other student records. Only authorized school officials with legitimate educational purposes may have access to student information without the consent of the student or parent/guardian.ⁱⁱⁱ

Absences shall be classified as either excused or unexcused as determined by the school leader or his/her designee. Excused absences shall include:

- (1) Personal illness;
- (2) Illness of immediate family member;
- (3) Death in the family;
- (4) Extreme weather conditions;
- (5) Religious observances;^{iv}
- (6) College visits;
- (7) Pregnancy;
- (8) School sponsored or school endorsed activities;^v
- (9) Summons, subpoena, or court order; or
- (10) Circumstances which in the judgment of the school leader create emergencies over which the student has no control.

The school shall be responsible for ensuring that:^{vi}

- (1) Attendance is checked and reported daily in the State Board's student information system;
- (2) Daily absentee sheets contain sign in/sign out sheets and indicate students present or absent for the majority of the day;

- (3) All student absences are verified;
- (4) Written excuses are submitted for absences and tardiness;
- (5) System-wide procedures for accounting and reporting are followed; and
- (6) Students and families are notified annually of all attendance procedures.

Truancy. Truancy is defined as an unexcused absence for an entire school day, a major portion of the school day or the major portion of any class, study hall or activity during the school day for which the student is scheduled. Students who are absent five (5) days without adequate excuse shall be reported to the school leader or designee who will, in turn, provide written notice to the parents/guardians of the student's absence.⁶ The school leader shall also comply with state law regarding the reporting of truant students to the proper authorities.

Military Service of Parent/Guardian. School leaders shall provide students with a one (1) day excused absence prior to the deployment of and a one (1) day excused absence upon the return of a parent or custodian serving active military service. School leaders shall also allow up to ten (10) excused cumulative absences per year for students to visit a parent or guardian during a deployment cycle. The student shall provide documentation to the school as proof of his/her parent's/guardian's deployment. Students shall be permitted to make up schoolwork missed during these absences.^{vii}

Make-up Work. The school shall adopt a policy regarding make-up work for students who are absent from school.

State-Mandated Tests/End of Course Exams.^{viii} Students who are absent the day of the scheduled End of Course Exams must present a signed doctor's excuse or must have been given an excused release by the school leader prior to testing to receive an excused absence. Excused students will receive an incomplete in the course until they have taken the End of Course Exam. Students who have an unexcused absence shall receive a failing grade on the course exam which shall be averaged into their final grade.

Credit/Promotion Denial. The school shall adopt a policy addressing how attendance will be utilized as a criteria for credit/promotion denial. Additionally, the policy shall allow a student the right to an appeal as outlined in the attendance hearing section of this policy.

Driver's License Revocation.² More than ten (10) consecutive or fifteen (15) total reported unexcused absences by a student during any semester renders a student ineligible to retain a driver's permit or license, or to obtain such if of age. In order to qualify for reclaiming a driver's permit or license, the student must make a passing grade in at least three (3) full unit subjects or their equivalency at the conclusion of a subsequent grading period.

Attendance Hearing. The school shall adopt a policy for attendance hearings that complies with all State Board policies as well as all state rules and regulations.^{ix}

Legal References:

- ⁱ TRR/MS 0520-1-3-.08(1)(a); T.C.A. § 49-6-3006
- ⁱⁱ T.C.A. § 49-6-3017
- ⁱⁱⁱ T.C.A. § 10-7-504; 20 U.S.C. § 1232g
- ^{iv} TRR/MS 0520-1-3-.03(16); T.C.A. § 49-6-2904
- ^v Attendance Accounting Procedural Manual, '11-'12 (0104), Minimum Standards and Guidelines, State Department of Education
- ^{vi} T.C.A. § 49-6-3007
- ^{vii} T.C.A. § 49-6-3019
- ^{viii} TRR/MS 0520-1-3-.06(1)(d)(2)
- ^{ix} TRR/MS 0520-01-02-.17

Cross References:

State Board Policy 4.100